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2 MAR 1984

MEMORANDUM FOR: Chief, Information and Mangement  
Support Staff, OL

25X1  
FROM:

  
Chief, Logistics Services Division, OL

SUBJECT: Support Officers Conference

REFERENCE: Multiple Addressee Memorandum from C/I&MSS/OL  
dated 24 February 1984, Same Subject (OL  
4043-84)

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In response to reference, attached is a list of the key  
accomplishments, performance highlights, and significant  
support activities for Logistics Services Division for the  
period from October 1983 through February 1984.

Attachment

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

OL 10037-84

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## KEY ACCOMPLISHMENTS

Quality of Life

- 25X1 o The exercise room, locker rooms, and running track in the Headquarters Building were painted by GSA in November 1984. Mirrors were installed in the exercise room by General Glass Corporation. [ ]
- 25X1 o Three hundred lockers for storage of employees' gym clothes were received and set up in the area of the exercise room at Headquarters Building in January 1984. [ ]
- 25X1 o Statistics were compiled and customers' responses tallied as a result of the survey of the Executive Dining Room (EDR) performed in November 1983. A generally favorable report was prepared for the Chief, LSD for transmittal to the DDA via the D/L.
- 25X1 o Carpet for the elevators at Headquarters Building has been specified for spring replacement. [ ]
- 25X1 o The appearance and safety of the ground floor have been improved by the addition of dropped ceilings, painting the walls, adding wooden baseboard guardrails to protect the walls, cleaning floors, and removing discarded furniture, trash, etc. from the corridors. [ ]
- 25X1 o Requests have been sent to GSA to replace 11,250 dispensers that use loose towels with roll-type units, to obtain samples and price quotes for refinishing stalls, and to repair all broken hardware in rest rooms at Headquarters Building. [ ]
- 25X1 o A Memorandum of Understanding was signed by GSA whereby CIA will take over the maintenance and operation of the Headquarters Building by January 1985. As a first step in the process, Allied Eastern States Maintenance Corporation started to assume from GSA some responsibility for routine maintenance beginning the weekend of 3-4 March 1984. Allied personnel will police all lavatory and public areas during the daytime and will perform major floor maintenance tasks in the corridors and public areas as well as thoroughly cleaning and servicing all lavatories in the

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evenings. Working up to 1,000 hours of overtime on weekends, Allied personnel will upgrade the floors of corridors and public areas to an acceptable appearance level. By 1 October 1984, a contractor will have been identified by CIA to begin taking over these responsibilities, with full responsibility being assumed by 1 January 1985. Until 1 October 1984, contractors will be brought in to handle custodial requirements, repairs, and operations. [ ]

- o LSD has been responsible for planning the composition of a new organization which will be created in the Agency to serve as a single focal point for all maintenance, operations, and custodial services at Headquarters Building. Details are still being worked out, an Employee Bulletin has been prepared by the Agency, and a Headquarters Notice will be forthcoming when the final structure of the new organization is known. [ ]

- o The move to [ ] Building was completed smoothly and on schedule on 29 December 1983 with the relocation of the Office of Security from Headquarters Building. Components of the Offices of General Counsel, Medical Services, and Personnel had been relocated during November and December. All wall hangings and art work were distributed to components there on 18 January. LSD support was rendered by planning total color coordination and furnishing public areas throughout the building as well as providing appropriate signage. Arrangements were made for the provision of a food service facility, increased courier and shuttle service, establishment and maintenance of supply room stockage, routine building maintenance support, and classified waste disposal. [ ]

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### PERFORMANCE HIGHLIGHTS

- o The personnel of OL/LSD and OL/RECD who were involved in the detailed planning over a period of months and the execution of the move of components of the Offices of General Counsel, Medical Services, Personnel, and Security into [redacted] Building were responsible for the smooth and timely accomplishment of this major effort. With no increase in personnel, additional courier and shuttle service, maintenance of supply room stockage, routine building maintenance support, and classified waste disposal have been added to LSD's already heavy workload. [redacted]

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## SUPPORT ACTIVITIES IN SUPPORT OF DOMESTIC AND OVERSEAS REQUIREMENTS

### Barricades at Headquarters Building

- 25X1 o Delta Scientific Corporation has provided to the Architectural Design Staff (ADS), OL/LSD, information regarding the placement of Traffic Sensor Loops along with photographs of the hydraulic barricades which they have in production and which are being considered for placement on the Headquarters compound. ADS is preparing drawings to show the placement of the Traffic Sensor Loops. [REDACTED]
- 25X1 o ADS has received DDA approval of proposals for planter barricades for the Northeast and Southwest entrances to Headquarters Building and a requisition has been prepared. ADS was also requested to restudy barricades for the front entrance to the Headquarters Compound. ADS prepared drawings for full-scale mockups of barricades for the front entrance to the Headquarters compound, and these drawings have been sent to the Design and Specifications Section, [REDACTED] OL/SD, for the preparation of mockups.
- 25X1 o On 16 December 1983 temporary security barricades were installed at the DCI garage, Northeast entrance, and Southwest entrance to Headquarters Building. [REDACTED]

### Moves

- 25X1 o The move of the Offices of General Counsel, Medical Services, Personnel, and Security to [REDACTED] Building was completed on 29 December 1983. (More information on this subject is given under Key Accomplishments and Performance Highlights.) [REDACTED]
- 25X1 o The Office of Equal Employment Opportunity, DDA, was relocated from Ames Building to the Chamber of Commerce Building. [REDACTED]

### Fine Arts Commission

- 25X1 o The annual show of fine art produced by Agency employees was on exhibit from 1 November through 9 December 1983, following the office of Equal Employment Opportunity's [REDACTED]

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25X1 National Hispanic Heritage program, a photographic exhibit entitled "Latin American Indians." [redacted]

- 25X1
- o The Antarctic Exhibit of photographs and memorabilia of Antarctica compiled by [redacted] during a joint project with the National Science Foundation, was on display at Headquarters Building in the 1D Exhibit Corridor from 6 to 31 January 1984, after which it was donated to the National Science Foundation. [redacted]

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- 25X1
- o In connection with the National Black History Month observance, the OEE0 arranged for an exhibit entitled "Harlem and the Renaissance Era" to be borrowed from the Schomburg Center for Research in Black Culture, the New York Public Library, New York City. This collection of photographs was on display from 6 through 29 February 1984. [redacted]

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- o The National Gallery of Art has extended for one year the loan of one oil painting and two watercolors for use in the DCI suite in the Executive Office Building. [redacted]

o [redacted]

- 25X1
- o Because of the deterioration of the portraits of former DCIs McCone, Helms, and Turner, the Fine Arts Commission (FAC) decided to have those of McCone and Helms copied and a new portrait of Turner painted. Cedric Egeli copied the McCone portrait which was hung on 6 January 1984. The same artist's rendering of a new portrait of Turner will commence when Turner is available for sittings in the spring. The FAC has accepted a full size photographic copy painted in oil of the Helms portrait by the Meisel Photochrome Corporation of Atlanta, Georgia. The product, which was made from a color transparency of the original, is close to the original and cost \$500 plus shipping charges. It will be transferred to the original frame and hung with the other DCI portraits. [redacted]

- 25X1
- o The DCI portraits, Melzac-loaned paintings, and presidential photographs were returned to the newly painted main corridors, but the arrangements in the C and F areas were exchanged so that the DCI portraits are now located in the C Corridor where temperature and humidity fluctuations are not as severe as in the F Corridor. Since these fluctuations were possibly the cause of the portrait deterioration, it is hoped that the problem will not be encountered again in the new location. [redacted]

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Other

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o Water leaks caused by cold weather played havoc with three external buildings

The mopping up process was begun immediately, dehumidifiers were brought in to hasten the drying process, and cleaning and repair work followed as soon thereafter as was practicable.

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o In order to increase efficiency and cut down on red tape, effective 9 February 1984 typewriter repair calls are being placed directly with Eastern Business Machines by persons requiring this service rather than by going through BSB as had been the practice in the past.

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o Doors for the convenience of handicapped people were installed at the Northeast entrance of the Headquarters Building in late October/early November 1983.

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o In order to keep the inventory of safes in the metropolitan area current, moves, relocations, and PTIs of safes are now being input into the computer on a regular basis. Any information which is needed pertaining to safes can be obtained easily by querying the SAFE system.

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o Guest Services, Inc., hired a consultant in connection with plans for upgrading the North and South Cafeterias in Headquarters Building.

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o Bathroom/pantry facilities have been provided for the Foreign Visitors Lounge, DDO, in Room 6D57, Headquarters Building.

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o Arrangements were made with Capital City Cleaners, in lieu of GSA, to provide for replenishment of sanitary napkins in the ladies' rest rooms at Headquarters Building, the Motor Pool Garage, P&P Building, and the 2430 E Street complex.

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